

Licensee Limited Availability Lottery

ADMINISTRATION GUIDE

Table of Contents:

User's Note: To quickly navigate to a specific section, press "Ctrl" and click the desired topic.

Event Administration in MIPS	2
Navigation to MIPS Management Page	2
Create a New Event (Figure 2)	2
Find Products Option	3
Definition of Lottery Event Statuses	3
View Details for Existing Events	3
Edit an Existing Event	4
Remove Products from Order	4
Rerun Winner Selection Process	4
Approve Winners	4
Cancel an Event	4
General Information	4
Terms and Conditions	4
Lottery Order Management	5
Search Licensee Entries	5
Search for Licensee Orders	5
View Licensee Order	6
Update Licensee Orders	6
Search for Emergency Orders	6
View Emergency Order	7
Cancel Orders	7
Clone a Licensee Order	7
Email Notifications	9
Winner Notification	9
Non-Winner Notification	9
Order Ready for Pickup	9
Order Cancellation Notification	9
Event Cancellation Notification	9
LLAL Support	9

Event Administration in MIPS

Licensee Limited Availability Lottery (LLAL) Administrators configure and manage LLAL events for the Authority. Only LLAL Administrators may access the Manage Lottery Events feature in MIPS.

Navigation to MIPS Management Page

- i. Sign into MIPS.
- ii. Select “Orders” tile
- iii. Select “Licensee Orders” tab
- iv. From drop-down select “Manage Lottery Events”
- v. View “Licensee Lottery Management” Page

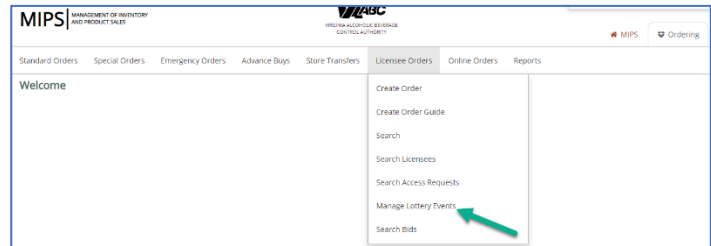


Figure 1: Manage Lottery Events Navigation

Create a New Event (Figure 2)



- i. Select “Create New Event” button
- ii. Create New Event Screen is displayed
- iii. Enter event details
 - a. Event Name – Required, Name of an individual event. Field is visible on the Licensee’s Entry Form.
 - b. Event Description – Optional, internal description of an event. Field is hidden from Licensees.
 - c. Event Banner – Optional, area to input details and/or marketing information about the event. This field is visible on the Licensee’s Entry Form.
 - d. Entry Start Date – the date the event becomes active, and Licensees can submit an entry
 - e. Start Time – time Licensees can begin to submit an entry.
 - f. Entry End Date – the date the event will end; entries no longer permitted.
 - g. End Time – time at which entries are no longer accepted.
- iv. Enter products for the events (all events require a minimum of 1 product)
 - a. Enter product code or use “Find Products” button.
 - i. Note: select the “Add More” button if more than 10 products will be offered for an event.
 - b. Bottles Available - number of bottles available for the event
 - c. Max/Customer - maximum number of bottles each licensee could be eligible to purchase for the event.
 - i. Note: The Max/Customer may not exceed the bottles/customer permitted in GK POS system.
- v. Select Submit button.

Note: You can select the Cancel button at any time to return to the Lottery Management Page.


A screenshot of the 'Create New Event' screen in MIPS. The form includes fields for Event Name (filled with 'Summer Favorites'), Event Description, Event Banner, Event Status (Submitted), Bid Start Date (04-21-2022), Bid End Date (04-21-2022), Start Time (12:10:00 am), and End Time (12:10:00 am). There is a 'Find Products' button and a table for adding products. The table has columns: Number, Product Code, Bottles Available, Product Name, Bottle Size, Max/Customer, and Remove. One product is listed: Jim Beam Bourbon, 1.75L, with 1 bottle available and a max of 1 per customer. There are 'Cancel' and 'Submit' buttons at the top right, and an 'Add More' button at the bottom right. A legend indicates that a star symbol denotes a required field.

Figure 2: Create New Event Screen

Find Products Option

- Select  for the event you wish to view.
- New screen appears with event information; varies by event status.
- Enter details into any of the filters
- System returns related products.
- Select the  next to the product you wish to add.
- Repeat steps until all desired products have been added
- Select “I’m Finished Adding Products!” to return to the Create Event screen.

Note: You may return to the Create Event screen at any time by selecting the “x” at the top right of the screen.

Find Products 

Product Name











Buying Group

Merchandise Category

Merchandise Brand

Size

Please note: * indicates that the Retail Bottle Price reflects discount.
If a product status is Discontinued or Close Out, the font color of the product details will be red.

Search Results							
Code	Name	Size	BPC	Retail Bottle Price	Discount This Month	Discount Next Month	Action
037199	Belvedere Pure Summer Limited Edition	750ml	6	29.99	No	No	
065025	Ciroc Summer Colada	375ml	12	16.99	No	No	
065026	Ciroc Summer Colada	1.75L	6	59.99	No	No	
064925	Ciroc Summer Colada	1L	12	45.99	No	No	
064923	Ciroc Summer Colada	50ml	60	2.99	No	No	
064924	Ciroc Summer Colada	750ml	12	29.99	No	No	
064418	Ciroc Summer Watermelon	750ml	12	29.99	No	No	
030329	Green Hat Spring/summer Gin	750ml	6	38.39	No	No	
065307	Hendrick's Midsummer Solstice	750ml	6	46.99	No	No	
030669	James Bay Distillers Lochside Summer Gin No 5	750ml	6	45.99	No	No	

Showing 1 to 10 of 10 entries

Previous 1 Next

I'm Finished Adding Products!


Figure 3: Find Products Expansion

Definition of Lottery Event Statuses


LLAL events have 10 different status types. The table provides a description of each status and possible Admin actions.

Status and Description	Edit All Event Details	Edit Product QTY	Cancel an Event	View potential Winner	Rerun Winner	Finalize Winner	View Details Only
Draft – unfinished event, yet to be submitted	✓	✓					
Submitted – event has been created	✓	✓	✓				
Accepting Entries – event is live, licensees can submit entries		✓	✓				
Processing – event has closed, system generating ‘winners’							✓
Needs Rerun – system requires Admin to rerun the winner selection process		✓	✓	✓	✓		
Needs Approval – Winners have been selected by the system; needs Admin approval			✓	✓	✓	✓	
Approved – Lottery winners have been notified				✓			
Creating Orders – Order creation initiated							✓
Orders Created – All orders created for winners							✓
Canceled – Event has been canceled, no winners							✓



View Details for Existing Events

- Select  for the event you wish to view.
- New screen appears with event information; varies by event status.
- Select “Return to Search Results” link to return to the Lottery Management page


Edit an Existing Event

- i. Select  for the event you wish to edit.
- ii. Select “Update this lottery event” navigation link
- iii. Edit event details as permitted by event status
- iv. Select Submit
- v. Select “Return to Search Results” link to return to Lottery Management Page


Remove Products from Order

- i. Select  for the event you wish to remove products.
- ii. Select “Update this lottery event” navigation link
- iii. New screen appears with event details.
- iv. Select  next to the product you wish to remove.
- v. Once removal of undesired product is complete select save/submit.


Rerun Winner Selection Process

- i. Select  for the event you wish to edit.
- ii. Select “Update this lottery event” navigation link
- iii. Select “Re-Run” button.
- iv. Within pop-up select “OK” to finalize event and notify winners or “Cancel” to return to View Event Screen

Approve Winners

- i. Select  for the event you wish to edit.
- ii. Select “Update this lottery event” navigation link
- iii. Select “Approve” button.
- iv. Within pop-up select “OK” to generate a new list of winners or “Cancel” to return to View Event Screen

Cancel an Event

- i. Select  for the event you wish to cancel.
- ii. System present event details screen.
- iii. Select “Cancel Event” button
- iv. Within pop-up, select “OK” to cancel or “Cancel” to close the pop-up and return to View Event screen.

General Information

- LLAL events must contain a minimum of 1 type of product.
- The entry period of a LLAL event may not overlap with another.
- Licensees are able to select which product(s) they would like to have the option to purchase, so could potentially win at least one of each product in an event.

Terms and Conditions

View the terms and conditions for Licensee Limited Availability Lottery [here](#).


Lottery Order Management

Licensee Limited Availability Lottery (LLAL) Administrators manage lottery orders in MIPS. Only LLAL Administrators may make changes to orders, with the exception that a winning Licensee may cancel their own order if the order status is “Entered”.

Retail Admins and PST (Customer Support) will be able to search for and view Lottery entries and winning order details, Stores will be able to view winning order details.

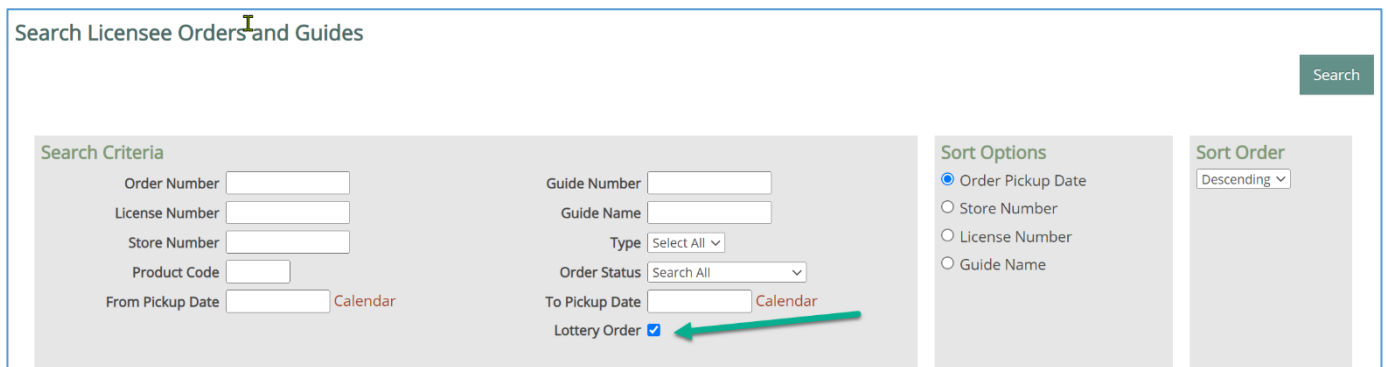
Search Licensee Entries

As the Admin, you can view all entries submitted for an event.

- i. Login to MIPS
- ii. Select “Orders” tile
- iii. Select “Search Entries” from dropdown of “Licensee Orders” tab.
- iv. Enter search criteria and select “search”
- v. To view and entry select .
- vi. Currently, there is no way to return to search results. Admin will need to repeat steps i-v to view other entries.

Search for Licensee Orders

- i. Login to MIPS
- ii. Select “Orders” tile
- iii. Select “Search” from the dropdown of “Licensee Orders”



Search Licensee Orders and Guides

Search

Search Criteria

Order Number

License Number

Store Number

Product Code

From Pickup Date [Calendar](#)

Guide Information

Guide Number

Guide Name

Type

Order Status

To Pickup Date [Calendar](#)

Lottery Order ☒

Sort Options

☒ Order Pickup Date

☐ Store Number

☐ License Number

☐ Guide Name

Sort Order

- iv. Search Licensee Orders and Guides screen is displayed.
- v. Enter search criteria
- vi. Select check box for “Lottery Order”
- vii. Select “Search” button

viii. System returns orders.

MIPS

MANAGEMENT OF INVENTORY
AND PRODUCT SALES

VABC

VIRGINIA ALCOHOLIC BEVERAGE
CONTROL AUTHORITY

Account Central | Log Out | Support

MIPS

Ordering

Standard Orders | Special Orders | Emergency Orders | Advance Buys | Store Transfers | Licensee Orders | Online Orders | Reports

Search Licensee Orders and Guides

Search

Search Criteria

Order Number

License Number

Store Number

Product Code

From Pickup Date

Calendar

Guide Number

Guide Name

Type

Order Status

To Pickup Date

Calendar

Lottery Order

Sort Options

Order Pickup Date























Store Number

License Number


Guide Name

Sort Order

Descending


Type	Order or Guide Number	Guide Name	License Number	Store Number	Requested Pickup Date	Status	Lottery Order	Locked For Licensee	Action
Order	363-00-00000	Not Available	13152129	363		Cancelled	Y		 
Order	269-00-00000	Not Available	1919	269		Entered	Y		 
Order	269-00-00000	Not Available	1919	269		Cancelled	Y		 
Order	360-00-00000	Not Available	2023	360		Entered	Y		 
Order	182-00-00000	Not Available	2057	182		Entered	Y		 
Order	177-00-00000	Not Available	2492	177		Entered	Y		 
Order	249-00-00000	Not Available	2701	249		Entered	Y		 
Order	134-00-00000	Not Available	2910	134		Entered	Y		 
Order	217-00-00000	Not Available	3071	217		Entered	Y		 
Order	228-00-00000	Not Available	3824	228		Entered	Y		 
Order	282-00-00000	Not Available	4993	282		Entered	Y		 

View Licensee Order

- i. From the search results, select the  to view an order’s details.
- ii. Select “Return to Search Results” to navigate back to the search page.

Update Licensee Orders

LO orders may be updated when the order status is Entered or Pending. Admins may edit store, requested pickup date, and product quantity; useful when the original order needs to be short picked and a second order created to send the remaining products.

- i. From the search results, select the  to view an order’s details.
- ii. From the Navigation Links select “Update Order”
- iii. Order details screen appears again with editable fields
- iv. Make the desired changes and select “Submit”

Search for Emergency Orders

- i. Login to MIPS
- ii. Select “Orders” tile
- iii. Select “Search Emergency Orders” from the “Emergency Order” tab’s dropdown menu.
- iv. Enter the Store number and order number if known
- v. Select “Licensee Lotter Winning Bids” from “Reason” drop-down

vi. Select “Search” button

Virginia.gov Agencies | Governor

Search Virginia.Gov

Account Central | Log Out | Support

MIPS MANAGEMENT OF INVENTORY AND PRODUCT SALES

VABC VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY

Standard Orders Special Orders Emergency Orders Advance Buys Store Transfers Licensee Orders Online Orders Reports

Search Emergency Store Orders

Search

Search Criteria

Store Number

Order Number

Order Status

Carrier

Reason

Cross Dock Type

Order Date

Delivery Date

Product Code

Customer Name

ASN

Sort Options

Default

Store Number - Ascending

Order Number - Descending

Store Number

Order Number

Order Date

Sort Order

Ascending

View Emergency Order

- i. From the search results, select the 🔍 to view an emergencies order’s details

Cancel Orders

The process steps for order cancelation will depend on either or both the Licensee Order (LO) and Emergency Order (EO) status.

- Search for the desired [Licensee Order](#).
- From the results, select the 🔍 or ✖ to view the desired order’s details
- Make note of the store number, used to validate emergency order status in step vi-
- Select “Cancel Order” button
- Select “Ok” within pop-up to cancel the order (to exit without canceling an order from the pop up screen select “Cancel”).
- Search for the related [Emergency Order](#)
- Verify “Order Status” reports “Canceled”

Clone a Licensee Order

The ability to clone an order may be used to address short picks, damages, etc.

- i. Search for the desired [Licensee Order](#) and select the check box for “Lottery Order” before selecting the “Search” button.

Standard Orders

Special Orders

Emergency Orders

Advance Buys

Store Transfers

Licensee Orders

Online Orders

Reports

Search Licensee Orders and Guides

Search Criteria

Order Number

License Number

Store Number

Product Code

From Pickup Date

Calendar

Guide Number

Guide Name

Type

Select All

Order Status

Pending

To Pickup Date

Calendar

Lottery Order

☒

Sort Options

☒ Order Pickup Date

☐ Store Number

☐ License Number


☐ Guide Name

Sort Order

Descending

Type	Order or Guide Number	Guide Name	License Number	Store Number	Requested Pickup Date	Status	Lottery Order	Locked For Licensee	Action
Order	2949582	Not Available	50006	363	04-25-2022	Pending	Y	Y	<div><div>Q</div><div>C</div><div>X</div></div>
Order	2949585	Not Available	13152308	363	04-25-2022	Pending	Y		<div><div>Q</div><div>C</div><div>X</div></div>
Order	2949584	Not Available	13152120	363	04-25-2022	Pending	Y		<div><div>Q</div><div>C</div><div>X</div></div>
Order	2949583	Not Available	13152129	363	04-25-2022	Pending	Y		<div><div>Q</div><div>C</div><div>X</div></div>
Order	2949572	Not Available	13152129	363	04-25-2022	Pending	Y	Y	<div><div>Q</div><div>C</div><div>X</div></div>
Order	2948047	Not Available	897	129	03-31-2022	Pending	Y	Y	<div><div>Q</div><div>C</div><div>X</div></div>
Order	2948046	Not Available	951	125	03-31-2022	Pending	Y		<div><div>Q</div><div>C</div><div>X</div></div>

Page: 1 to 7 of 7

- ii. From the results, select the  to create a new order.
- iii. Create Order screen displays with some fields already populated
- iv. Adjust the existing order details as needed: store number/alternate store, requested pickup date, reason for alternate store, order contact, Comment, and adjust product inventory as applicable.
- v. Select “Submit” button

Cancel

Submit

This is a Lottery Order

★ Denotes a required field

Primary Store Number: 269

★ License Number: 1919

License Number:

Trade Name: B P O Elks

Physical Location Name: Roanoke Lodge 197

Physical Location Phone:

Active (Y/N): Y

★ Store Number: 269 - 646 Brandon Avenue Roanoke VA 24015

Store Address: 646 Brandon Avenue
Roanoke, VA 24015

Store Phone: 804-213-4400

Note: For Lottery Order you can leave Requested Pickup Date blank.

Note: The system could not determine the store business days.

★ Requested Pickup Date: Calendar Pick Up Time is 12:00 P.M.

★ Order Contact: Ralph Seilthyrmer

Comment for Store:

Note: You may use the "Comment for Store" field to request special order merchandise or to enter special instructions about your order.

Find Products

Please note:

Highlighted row indicates requested quantity is greater than store On Hand inventory.

★ Indicates that the Retail Bottle Price reflects discount.

★★ Indicates limited purchase quantity products. Scroll over store inventory to show the quantity that can be ordered.

Red text indicates Discontinued or Closeout product status.

Line	Order Information	Product Information	Discount Information	Store Inventory						
Number	Product Code	Requested Qty	Product Name	Bottle Size	Bottles per Case	Retail Bottle Price	Current Month	Next Month	On Hand	Remove
1	16850	1	Blanton's Single Barrel Bourbon	750ml	6	59.99	No	No	0	
2	16845	1	Blanton's Single Barrel Bourbon	375ml	12	31.99	No	No	0	

Email Notifications

Virginia ABC will send automated emails to notify both winners and non-winners. Winners receive a second notification when the order is ready for pickup. The Authority also sends an email notification to any licensee that submitted an entry if/when an event has been canceled. Details regarding email content are described below.

Winner Notification

The winner notification email provides the licensee with the details of their entry, scheduled pick up store, LLAL FAQs plus the information below:

“Congratulations! The entry you submitted in a recent Virginia ABC Licensee Limited Availability Lottery event (Event Name, date and time) was selected as a winner for the opportunity to purchase the product(s) noted below. Product must be purchased within 30 days from the date product is ready for pickup. If you wish to refuse the opportunity to purchase product(s) won through this event, you may cancel the related licensee order in MIPS or contact the program administrator at LicenseeLimitedAvailabilityLottery@VirginiaABC.com for assistance. Login to MIPS to see the Licensee Limited Availability Lottery Terms and Conditions.”

Non-Winner Notification

The Non-winner notification email alerts the Licensee that while their entry was received it was not selected for the event, plus details regarding their original entry.

“Thank you for participating in the Virginia ABC Limited Availability Lottery. Your entry submitted for (Lottery Event name, date and time) was not selected. We wish you luck in future lottery events. Details regarding upcoming Licensee Limited Availability Lottery events are available on the home page once logged into MIPS. Log in to MIPS to see the Terms and Conditions.”

Order Ready for Pickup

The notification informs the Licensee that the lottery order is ready for pickup at the designated store, as well as provide the licensee with the order number and order amount.

Order Cancelation Notification

If a winning LLAL order is canceled, the licensee will receive an email to inform the licensee of the cancelation and to reach out to the LLAL admin if there has been an error.

Event Cancelation Notification

If Virginia ABC has to a cancel an event that has opened for entries, an email notification is sent to any Licensee that submitted an entry. The email informs the Licensee that the event has been canceled and no winners will be selected for the event.

LLAL Support

Please contact PST with access and system function concerns and questions.